**Annexure-03**

**Financial Proposal Format of Purchase & Renewal of**

**Microsoft Enterprise License for City Bank PLC**

**Form-B**

The following formats needs to be filled and signed in ink along with the financial proposal.

## 

## Declaration of Financial Proposal

I / We declare that we accept all the Terms and Conditions (including technical, functional & contract) as mentioned in the Purchase & Renewal of Microsoft Enterprise License for City Bank PLC RFQ Document.

I / We declare that the Financial Proposal has been submitted without any conditions and strictly as per the conditions of the RFP document and I / we are aware that the Financial Proposal is liable to be rejected if it contains any other conditions.

Signature of the bidder with seal

Name of Authorized Signatory :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Authorized Signatory :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidder/Company :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Mobile :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Price Form

(To be returned in original along with the Bid Proposals)

Document No.

To

Sir,

I/We hereby submit our Proposal for **Purchase & Renewal of Microsoft Enterprise License for City Bank PLC** as per the functional requirements and technical specification given in this RFQ document in Annexure-02 within the time specified and in accordance with the Terms and Conditions of this RFQ. The rates are quoted in the prescribed format given below: ­

###### **FINANCIAL PROPOSAL Price in Bangladeshi Taka (BDT)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part A: Microsoft & Power DMRAC LICENSES (New)** | | | | | |
| **Product** | **Part#** | **License Term** | **QTY** | **Unit Cost in BDT**  **(Per Year subscription & Support)** | **Total Cost in BDT**  **(For 3 years subscription & support)** |
| **(including Duties, VAT & Taxes)** | |
| **Microsoft 365 F3 With Teams** |  | Yearly Subscription  (to be effective from 16-Feb-2026) | 6000 |  |  |
| **Microsoft 365 E3 (With Teams)** |  | 100 |  |  |
| **Power BI Pro** |  | 10 |  |  |
| **Power BI Developer** |  | 10 |  |  |
| Implementation & integration (if any) | | | 1 lot |  |  |
| **Sub Total for Part A including 3 years subscription cost along with support & services in BDT** | | | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part B: Microsoft LICENSES (New)** | | | | | |
| **Product** | **Part#** | **License Term** | **QTY** | **Unit Cost in BDT**  **(Per license cost & support services)** | **Total Cost in BDT**  **(including support & services)** |
| **(including Duties, VAT & Taxes)** | |
| **Microsoft Exchange Server with Software Assurance (SA) 3Y - Enterprise** |  | Perpetual  (to be effective immediately) | 5 |  |  |
| **Windows Server 2025 Standard - 16 Core License Pack** |  | 16 |  |  |
| Implementation & integration (if any) | | | 1 lot |  |  |
| **Sub Total for Part B including license cost along with support & services in BDT** | | | | |  |

|  |  |  |
| --- | --- | --- |
| **Part C: Implementation Service** | | |
| **Implementation Scope** | **Qty** | Total Cost in BDT  (including support & services) including VAT & Tax |
| Exchange Server migration to Exchange Server Subscriber Edition with latest Operating System (Windows Server 2025) | 1 Job |  |
| Implementation of all workloads included in Microsoft 365 E3 | 1 Job |  |
| Implementation of End User Operating System license | 1 Job |  |
| **Sub Total for Part C including VAT & Tax in BDT** | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Part D: Microsoft & Power DMRAC LICENSES (Renew)** | | | | | |
| **Product** | **Part#** | **License Terms** | **QTY** | **Unit Cost in BDT**  **(Per Year subscription & Support)** | **Total Cost in BDT**  **(For 3 years subscription & support)** |
|  |  |  |  | **(including Duties, VAT & Taxes)** | |
| Microsoft 365 Apps for Enterprise | CFQ7TTC0LGZT | Yearly Subscription  (to be effective from 16-Feb-2026) | 950 |  |  |
| Exchange Online Protection | CFQ7TTC0LGZM | 500 |  |  |
| Microsoft Defender for Office 365 (Plan 1) | CFQ7TTC0LH04 | 500 |  |  |
| Microsoft Defender for Office 365 (Plan 2) | CFQ7TTC0LHXH | 50 |  |  |
| Power DMMRAC -MSSP Premium Plan (Enterprise) with ONE-TIME SETUP OF SPF/DKIM/DMARC RECORDS & 24X7 Managed Service | N/A | Yearly Subscription (One Domain -to be effective from 16-Feb-2026) | 1 |  |  |
| Implementation & integration (if any) | | | 1 lot |  |  |
| **Sub Total for Part D including VAT & Tax in BDT** | | | | |  |

|  |  |
| --- | --- |
| **Grand total cost for Part A+B+C+D including VAT, TAX & Other Govt. Charges in BDT** |  |

Note: Bidder will submit update & up gradation Roadmap of the propose solution both in commercial & technical documents. All functional & technical training of City Bank Trainer(s) need to be provided by Bidder.

**Bidder shall clearly mention the following:**

**VAT, Taxes& Duties :** included

**Development & Implementation Time** : ………………. Working days from PO issuance date

**Renewal Period :** For First 03 years

**Offer Validity :** 90 days

**Performance Guarantee:**

We agree to submit a Performance Guarantee (PG)equivalent to 10% of total Work/Purchase Order value from any schedule commercial bank of Bangladesh in a prescribed format available with City Bank PLC. The validity of the PG would be up to the end of implementation period. The Guarantee must be signed by 02 authorized signatories of the Guarantor-Bank who have PA and/ AS numbers. Please note that in this case, we do not receive any PG from our own Bank. The PG should be submitted to us within 07 working days after the Work/Purchase Order has been issued. For delaying the implementation time, PG needs to be renewed. If the awarded bidder fails to perform its obligation, PG may be forfeited.

**Payment Terms:**

We agree to the following Terms of Payment

**Solution & Hardware Cost:**

• 80% of renewal, subscription & implementation cost will be paid after UAT sign off

• Balance 20% of solution & implementation cost will be paid after UVT (User Verification Test) within three months of Go-Live date subject to submit Performance Guarantee (PG)equivalent to 10% of total Work/Purchase Order value from any schedule commercial bank of Bangladesh in a prescribed format available with City Bank PLC. PG validity should be covered renewal period.

**Payment Currency:**

Payment will be made in local currency (in BDT) to the local agent/partner of the awarded overseas bidder (preferable). In case of foreign solution provider, payment will be made through bank transfer /remittance upon getting regulatory/Central bank’s permission.

**Penalty:**

Microsoft license renewal & support services should be delivered within the agreed time line. If delayed, bank is entitled to charge a penalty @ 0.05% of Purchase Order/Contract value per calendar day basis subject to a maximum ceiling of 25% of the Purchase Order/Contract value or will lead to cancellation of the purchase order itself. However the VENDOR shall make all endeavors to deliver all items before the date.

# Eligibility Criteria

Bidder shall submit require supporting documents as a proof of eligibility criteria as mention in Annexure-04.

# Project Time Schedule

Vendor should duly fill up project time schedules as per the format given below for completion of the activities from the date of the Purchase Order:

|  |  |
| --- | --- |
| **Activity** | **Working days** |
| Product installation (post infrastructure & system software installation) |  |
| Interface development, integrations, customization |  |
| UAT |  |
| Training & operationalization |  |
| **Maximum expected time frame from PO date to Go live date** |  |

Notes:

Post-implementation support should be provided until discontinuation of using solution and/or discontinuation of AMC by City Bank.

# Renewal & maintenance

The warranty period for the solution shall be at least for the period of 03 (Three) years for the date of Go-Live and vendor shall ensure maintenance & support service useful life time of the solution unless otherwise discontinued by City Bank as per provision of signed agreement by the parties.

During the contract period the Vendor guarantees a minimum uptime of 99.99 % (other than communicated downtimes) on monthly basis for the entire solution provided. The successful Vendor is expected to submit a report within a week after expiry of every calendar month in this regard. Details terms & conditions are mentioned in the Agreement template.

**Other Terms & Conditions:**

* + - 1. All required services will be in Bangladesh.
      2. The pricing should factor in all regulations and all quoted prices should be inclusive of VAT, taxes & all other duties/fees.
      3. Renewal & subscription period will be 3 (Three) years.
      4. Other than what is given above, the bidder is expected to account for any other deliverable to make the implementation successful and will be considered for commercial evaluation.

**Data/Information with Supporting Documents:**

**Product/Solution Name :**

**Name & Address of Principal                    :**

**Name of Product/Solution :**

**Name & Address of Local Partner**            :

1. **Customers list of Supplying Similar renewal & support services with contact information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Solution Name** | **Client Name** | **Client’s Address** | **Industry Type** | **Implementation Year** | **Contact Person** | **Contact Number** | **Email** | **Remarks** |
| Microsoft license Renewal & support services |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*If require please insert rows*

2. **Company’s Financial Strength both local Partner & Principal**

i). last 3 years revenue (share scan copy audited P&L & Balance Sheet) of both the local partner & Principal/Solution Provider

|  |  |  |  |
| --- | --- | --- | --- |
| **Particular** | **Financial Year** | **Principal** | **Local Partner** |
| Figure in BDT | Figure in BDT |
| Sales/Revenue | 2021-22 |  |  |
| Sales/Revenue | 2020-21 |  |  |
| Sales/Revenue | 2019-20 |  |  |

ii**). Resource strength: Total number of employee, Sales, Developer, Support etc.**

**Local Partner**

|  |  |  |
| --- | --- | --- |
| **Particular** | **Number** | **Remarks** |
| Management |  |  |
| Sales |  |  |
| Developer/Engineer |  |  |
| After Sales Support team |  |  |
| Other |  |  |
| **Total** |  |  |

**Principal/Solution Provider**

|  |  |  |
| --- | --- | --- |
| **Particular** | **Number** | **Remarks** |
| Management |  |  |
| Sales |  |  |
| Developer/Engineer |  |  |
| After Sales Support team |  |  |
| Other |  |  |
| **Total** |  |  |

iii). **Company establishment & geographical footprint**

**Local Partner**

|  |  |  |
| --- | --- | --- |
| **Particular** | **Year/Country** | **Remarks** |
| Company Establishment | Mention the year | Provide supporting such as Trade license, Certification of Incorporation etc. |
| Geographical footprint |  | Mention the name of country where have your subsidiary business |

**Principal**

|  |  |  |
| --- | --- | --- |
| **Particular** | **Year/Country** | **Remarks** |
| Company Establishment | Mention the year | Provide supporting such as Trade license, Certification of Incorporation etc. |
| Geographical footprint |  | Mention the name of country where have your subsidiary business |

**Evaluation parameters are appended below:**

|  |
| --- |
| **Key Point** |
| Technology and Platform |
| Project Management Approach and Vendor/OEM SDLC Model. |
| Support Matrix and SLA |
| Past Experience with City Bank |
| Proof of Concept |
| Information Security and Mitigation Approach |
| Vendor BCP Capability and Technical Resource Capability |
| Warranty |
| Delivery Lead Time |
| Client Reference & Best fit to Infrastructure |
| Experience with Similar Technical solution |
| Problem Management and Escalation Matrix |
| Governance practice, Size of the company and Financial Capability. |

Signature of the bidder with seal

Name of Authorized Signatory :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Authorized Signatory :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidder/Company :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone/Mobile :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_